

Clark University On-Campus Student Employment Handbook 2020-2021

Revised September 2020

Introduction

On-campus student employment plays an important role in the Clark experience for many of our students. These positions offer opportunities for students to gain professional development experience, skills, and connections to a broader network of faculty and administrators on campus.

This handbook outlines policies and procedures for seeking and retaining on-campus student employment at Clark. **All student employees are required to follow these policies** and should familiarize themselves with the material.

It is also important to note that students are **NOT** guaranteed jobs on campus. Working on campus is a competitive process. Students interested in obtaining a position for the academic year should not wait to apply. Please read the information on our [Student Employment webpage](#) for important information about how to apply to jobs and be the best candidate you can be.

On-campus student employment is a collaborative effort among campus departments including the Career Connections Center, Office of Financial Assistance, Payroll, and Human Resources. This guidebook will direct students to the appropriate office for handling specific questions.

On-Campus Student Employment Process

Applying for On-Campus Student Employment

All open positions are posted on [Handshake](#). Most academic year on-campus employment positions are posted over the summer to begin at the start of the fall semester. Additional jobs are posted on a rolling basis as they become available throughout the year. As a student looking for on-campus employment, it is your responsibility to check Handshake and apply for open positions. Students passionate about finding employment for the academic year are encouraged to prepare and submit materials (resume, cover letter, etc.) as soon as possible.

All positions require a resume. Undergraduate students can easily upload documents to Handshake and receive feedback from a Career Connections Center staff member. They are also highly encouraged to make an appointment with the Career Lab staff for a one-on-one document

(resume/cover letter) review. To make an appointment, go to Career Center/Appointments on Handshake.

Graduate students should consult with their department on options for resume review.

Please note resume feedback is intended to help students strengthen their application materials, but **feedback is not required** to apply for on-campus employment. In other words, if your document status is pending, you can still apply for positions through the browser. (You may have difficulty doing so through the Handshake app.) If you do not have a resume, please look at the resource guides [here](#). To ensure materials are reviewed before fall classes begin, materials should be submitted by early August.

On-campus student employment opportunities are *highly competitive* and students are encouraged to apply for multiple positions that fit their interests and schedule. Students should make sure they meet the listed hiring qualifications in the position description before applying. Some positions will require only a resume, while others might require additional documentation, such as a cover letter or writing sample. Hiring managers for each position will review applications, select candidates to contact (and typically interview), and hire the best applicant for each position.

We do encourage hiring managers to let every applicant know the status of the position, regardless of whether they were selected to move forward as a candidate. However, this does not always happen. If students want to contact the specific hiring manager about the status of a position, feel free to do so via email, but please do not send multiple messages.

If you are a student returning to the same position as a previous year, there is no need to re-apply for the position (unless your supervisor has indicated otherwise).

After You Are Hired

Students who have been offered an on-campus student employment position are responsible for completing all required paperwork and submitting it to the appropriate office. Visit the “Students Who Have Not Yet Worked on Campus” section of our [Student Employment webpage](#) for more details.

You are encouraged to connect with your direct supervisor once all paperwork has been submitted to establish a work schedule. Your supervisor will discuss with you the weekly amount of hours you are authorized to work. A variety of factors will affect your actual earnings, including sick days, requested time off, weather-related departmental closing, and/or the supervisor’s adjustment of the student’s weekly work schedule due to departmental budget adjustments.

Required On-Campus Student Employment Paperwork

What to Submit Before You Are Allowed to Work on Campus

You need to fill out the following forms:

- *I-9 Form (new employees)*
- *W-4 form*

- *M-4 form*
- *Direct Deposit Form*

The forms can be downloaded [here](#) under the *Student Employment Forms* section.

For new student employees, all necessary paperwork should be submitted to the appropriate office as soon as possible. Your student employment record cannot be created or entered into the payroll system until all necessary documents are received.

- Undergraduate students: Office of Financial Assistance
- Graduate students: Payroll Office

You need to allow at least two to five business days for your student employment record to be created before you will be able to use Web Time Entry, our electronic timesheet portal housed in ClarkYOU, and you cannot begin working until you are able to access Web Time Entry.

Please note: It is against the law for you to begin working on campus before you provide the I-9 and present your required identification. You and your supervisor must ensure that your student employment record has been created and all paperwork has been processed prior to your first day of work. Your supervisor will be notified when your student employment record has been created.

Acceptable Identification for the I-9 Form

The United States Department of Homeland Security requires that all employees, both citizens and non-citizens, complete the I-9 form at the time of hire. Students should complete Section 1 of this form and bring it to the appropriate office with either **one** document from List A or **one each** of the documents listed in Lists B and C. **Documents brought to the office must be originals.***

List A	List B	List C
US Passport	Driver's License	US Social Security Card
Permanent Resident Card or Alien Registration Receipt	Photo ID issued by government agency	Original or certified copy of US birth certificate
Employment Authorization document that contains and photograph (Form I-766)	University Photo Student ID	Certification of birth abroad
Foreign passport with form I-94	Voter's Registration Card	Native American tribal document
Passport from the FSM or RMI with I-94	US Military Card or Draft Record	US citizen ID card
	Military dependent's ID card	

	US Coast Guard Merchant Mariner Card	
--	---	--

*For additional forms of acceptable identification, click [here](#).

Before You Can Be Paid

In order to be paid in the first payroll of the academic year (September 11), students must have the following items uploaded into the dropbox appropriate office by Tuesday, September 1:

- Completed I-9 and tax forms (M-4, W-4)
- Appropriate identification items for I-9
- Direct Deposit Form

Undergraduate students should upload the materials to this dropbox:

<https://upload.clarku.edu/form/dropbox>

Graduate students should upload the materials to this dropbox:

<https://upload.clarku.edu/form/payroll>

If your paperwork does not arrive by the first deadline or is incomplete (insufficient information or not signed), it may not be processed in time for the first payroll of the academic year. In this case, you will be paid in the next payroll cycle, which will be two weeks later.

Returning students do **NOT** need to complete a new I-9, W-4, or M-4 if they have already completed one.

Tax Information

All working students must have a Social Security Number. If you do not have one, you must apply for one with the Social Security Administration. Review the “How to Apply for a Social Security Number” section under the “Students Who Have Not Yet Worked on Campus on our [Student Employment webpage](#).

Student earnings are subject to all federal and state taxes. Unless you are a full-time student currently enrolled in classes, your earnings are subject to the Social Security tax deduction.

Every student must complete a W-4 form as part of their employee paperwork. If you claim exempt on your W-4, you will be required to complete a new W-4 each year at the end of the fall semester. You will receive an email reminder at the end of each year from the Payroll Office to update your W-4 form.

For tax purposes, Clark University provides each student with a W-2 form listing all taxable earnings paid to the student. These forms are found online under your Student Employment tab on ClarkYOU. You will need to give consent to receive this information electronically should

you wish to download your W-2. Your W-2 will reflect your taxable earnings for the preceding year.

Students must also complete an M-4 form. This form is also known as the Massachusetts State Tax withholding form. Students who anticipate an annual earning of less than \$8,000 earned in Massachusetts during a calendar year can check the exempt box on this form to be exempt from withholding Massachusetts state taxes.

Direct Deposit

The direct deposit form is available [here](#). You must submit a completed direct deposit form before you can be set up in the payroll system. If you are setting up a new account, you must provide backup documentation including a voided check or online banking printout that shows your full account and routing numbers. If you have previously set up direct deposit at Clark, there is no need to complete another direct deposit form unless there is a change in bank, account number, deposited amounts, etc.

Federal Work Study Regulatory and Policy Information

Federal Regulations

1. *Definition of Hourly Employment*

Since federal work study is a part-time employment program, students are paid on an hourly basis only, under an “hour’s pay for an hour’s work” arrangement.

Undergraduate students are not compensated fringe benefits such as sick leave, vacation, or holiday pay. These are not part of the pattern of compensation under the federal work study program. Brief interruptions in the daily work schedule, such as a rest or coffee break, are allowed if it is the employer’s policy and practice to permit those interruptions for its regular hourly employees.

2. *Penalties for Fraud and Other Work study Violations*

Student employees should be aware of the following regulations that are published in the December 31, 1980 Federal Register, Section 668.10: “(a) (1) Any person who knowingly and willfully embezzles, misapplies, steals or obtains by fraud, false statement or forgery, any funds, assets, or property provided or insured under any Title IV Student Assistance Program, including federal work study shall be fined no more than \$10,000 or imprisoned for not more than five years, or both. However, if the amount so embezzled, misapplied, stolen, or obtained by fraud, false statement, or forgery does not exceed \$200, the fine shall not be more than \$1000 and imprisonment shall not exceed one year, or both.”

Pay Rates

All student employees must be paid nothing below the Massachusetts [minimum wage](#). Your hiring supervisor will discuss with you and determine your hourly rate, if above the minimum hourly wage, when you are hired.

Undergraduate International Students

Undergraduate International students are eligible for Clark University on-campus student employment opportunities. Because there may be certain restrictions regarding employment in the United States, international students must first speak to the [International Students and Scholars Office](#) to determine if they are eligible to work off campus.

Payroll and Schedule Information

Web Time Entry System

Web Time Entry (WTE) is the University electronic timesheet system. WTE is an easy way for student employees to enter their time worked, and for their approvers to review it and to approve it. Students are paid biweekly according to the provided payroll schedule.

Here is a brief outline of how the payroll system works:

1. All students must turn in the documentation outlined earlier in this document.
2. Once the student has completed all necessary paperwork and has been established on the payroll system, both student and supervisor will be able to use the Web Time Entry System. Your supervisor will be the person approving the biweekly timesheets and will provide the necessary training to use WTE. Instructions for submitting timesheets are [here](#) in the “Resources for Students” section.
3. Students are required to complete an electronic timesheet for each biweekly pay period and submit it for approval prior to the payroll deadline. A WTE approver (typically the hiring supervisor) will approve the hours worked and submit the timesheet electronically for processing. Students **must** submit their electronic timesheet to their approver no later than Monday at 10am to give the approver the necessary time to review the hours worked by the student, approve the timesheet and submit it for processing. Approvers must have timesheets approved and submitted no later than Monday at 12pm.
4. All timesheets submitted must be approved by either the student’s approver, or the person who has been designated as a proxy for that approver. There is no option for a manual timesheet to be submitted by either the student or the approver. Late timesheets must still be approved online. After online approval, late timesheets must be printed, signed by the approver or proxy, and hand-delivered by the supervisor to the Payroll Office for processing. Late timesheets will not be paid until the following payroll after submission.
5. **Students are not allowed to begin working until all paperwork has been processed.**

The Payroll Calendar can be downloaded [here](#). Note that you will need to sign in with your Clark ID and password to access the file. Please remember to submit timesheets for approval before leaving for intercession!

The last work day for all students is Sunday, June 20, 2021, or earlier if determined by your supervisor. The Summer Student Employment Program begins the day after commencement, June 21, 2021.

Guidelines for Work Hours

You will establish a weekly schedule with your supervisor at the beginning of each semester, except in a few positions that require a more flexible and unplanned schedule. As you establish a work schedule, particularly if you are employed by multiple departments on campus, please keep in mind that there are limits on the hours per week undergraduate students can work on campus. International students can work *up to 20 hours per week* when classes are in session. Domestic students can work *up to 25 hours per week* when classes are in session. Graduate students should consult with their graduate school on limitations of hours of work.

Your schedule and the award amount listed in your WTE are estimates of what you will work and earn in this position, and **NOT** a guarantee of payment. Requested time off, your availability to work during the semester, changes in department or University schedules, and/or changes in departmental budgets will affect your actual earnings. Supervisors can adjust schedules as needed and any changes should be clearly communicated to students in a timely fashion. You should consult with your direct supervisor for department policies on missed work hours; the ability to make up any missed hours is up to the discretion of the supervisor and is not guaranteed.

Please also visit the “COVID-19 Specific Policies” section of our [Student Employment webpage](#) for up-to-date information.

Performance Expectations and Policies

Policies and Expectations for Student Employees

- Complete and submit all necessary paperwork before beginning to work on campus.
- Arrive on time and prepared for all scheduled shifts. If a student wishes to make a permanent or temporary change to their schedule, they should clear this change with their supervisor as far in advance as is possible. In the event that a student is unable to work a shift due to illness or an emergency, they should communicate this to their supervisor as soon as possible.
- Follow the dress code requirements for their department. As a baseline, students are expected to present a neat and professional appearance at all times.
- Adhere to the department’s confidentiality agreement(s).
- Submit electronic timesheets by the specified biweekly deadlines. Late timesheets will be paid in the following pay period.
- Students with a Federal Work Study award should be aware of their earnings as it relates to their award limit. If a student does not earn their full amount, they will not need to “pay it back.” Unused federal work study has no effect on future determinations of work study.
- Follow specific policies and guidelines established by the hiring supervisor.

Disciplinary Action

Students are expected to perform their job(s) to the best of their ability. If a problem arises, the supervisor should attempt to resolve the issue by speaking with the student first. If the problem continues, the supervisor should warn the student employee in writing at least once. If the problem persists, the supervisor should provide advance notice of termination and the reason(s) to the student in writing, with a copy to the Office of Financial Assistance (undergraduates) or the Payroll Office (graduate students).

Reasons for termination could be, but are not limited to: violation of confidentiality, dishonesty (including falsifying timesheets), poor work performance, habitual tardiness or absences. If a student is terminated from a position, it is unlikely that the student will be allowed to work another job for the remainder of the academic year.

If you are an undergraduate student having an issue in your position and cannot resolve it with your supervisor, you are encouraged to book an appointment in Handshake to meet with an adviser in the Career Connections Center to discuss it. Career Connections Center advisers can help you strategize ways to move forward, role play a conversation with your supervisor, or provide information for accessing on-campus resources for additional support. Undergraduates can meet with any of our career advisers, or any student (undergraduate or graduate) can choose “Student Employment Support” when booking an appointment.

Effectively Communicating with Your Supervisor

Establishing effective lines of communication is an important first step toward developing a professional working relationship with your supervisor. Clear and regular communication can improve your work experience, boost your job performance, and decrease the likelihood of future conflict or tension. Follow these tips to increase the effectiveness of your communication:

Ask Questions: Asking questions is a good way to make sure your work is completed in the way your supervisor wants. Do not assume it is a bad thing to seek clarification on an issue or a task you were assigned – questions are typically encouraged as long as you learn from the answers.

Be Mindful of Timing: When you have something to discuss with your supervisor, make sure they are available to have an uninterrupted conversation. Sometimes these conversations can happen spontaneously, but other times scheduling a meeting in advance may be necessary.

Schedule Regular Meetings: Meeting with your supervisor on a regular basis helps you to stay on the same page and provides a space to discuss issues, challenges, and progress towards goals.

Come Prepared: When you have an upcoming meeting, write down or email your supervisor a list of discussion topics in advance to make sure nothing gets forgotten.

Proactively Raise Issues: If you are struggling to meet a deadline or need assistance completing a task, let your supervisor know. Supervisors prefer to have a proactive conversation and help you succeed rather than a discussion about unmet expectations after the fact.

Social Media

While there is no specific Clark University policy regarding social media usage and on-campus student employment, it is recommended that you do not post about your position on any social media account, unless that is an explicit part of your job description. Check with your hiring manager about department expectations. Many departments require students to sign confidentiality agreements which may include social media communication. When connecting with supervisors and co-workers on social media, it is best to stick to professional networking sites such as LinkedIn.

Taking Initiative at Work

Student workers are valuable assets to Clark University. As you gain experience in your position, taking initiative is a way to use your skills and experience to make a bigger contribution. These tips can help you identify opportunities for taking initiative:

Identify Unmet Needs and Potential Improvements: Familiarity and conscious observation of your work environment will help you identify opportunities for improvement that others may not have noticed or new solutions to existing problems. Different questions you might ask yourself include:

- Are there ways to improve the experience of those I work with or support?
- Are there small problems that could turn into bigger ones if they are not addressed?
- Are there communication barriers that prevent work from being done efficiently? How can these barriers be minimized or removed?

Expand Your Idea: If you have identified a possible improvement or solution to a problem, spend some time working out the details. What are the costs and resources associated? Are there risks? Are the benefits worth the effort it would take? The more feasible your plan is when you bring it to your supervisor, the higher its likelihood of success.

Seek Authorization: Check with your supervisor before implementing new ideas, no matter how beneficial you think they may be. It is important to avoid overstepping boundaries and secure your supervisor's support before working on something that may not be in your job description.

Contact Information for On-Campus Student Employment

For questions regarding the student employment program, Handshake, or applying for positions, please contact ugoncampusemployment@clarku.edu.

Undergraduates who have questions regarding hiring documentation or their financial aid award should contact the Office of Financial Assistance at finaid@clarku.edu.

Graduate students who have questions regarding hiring documentation or payroll should contact Payroll at payroll@clarku.edu.

For questions about international student employment, please contact the International Students and Scholars Office at isso@clarku.edu.